



Posted: Friday, June 18, 2021

NOTICE AND CALL OF A SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a special meeting on
MONDAY, JUNE 21, 2021, at 6:00 PM

THIS MEETING WILL BE HELD VIA ZOOM VIDEOCONFERENCE

In accordance with Executive Order N-29-20 this meeting will be held via videoconference, and will be hosted on the **Zoom**. Learn more about Zoom here: <https://zoom.us>

PUBLIC COMMENT: Public comment may be submitted via email in advance of the meeting, or in an orderly process during the meeting. If you do not have access to email and you would like to provide a written statement, please deliver your comment to 409 Trinity Street, Trinidad CA, by 2:00pm on the meeting day.

Email public comments to cityclerk@trinidad.ca.gov Your comments will be included in the public record for the meeting, and will be accepted at any time during the meeting.

HOW TO PARTICIPATE: The City will publish a direct link to the conference, along with the participant code, on the City Calendar page online at <http://trinidad.ca.gov/calendar>

To phone in, dial 1-888-278-0296, Conference Code: 685171 Meeting ID: 822 6692 8083 Passcode: 903196

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ADJOURN TO CLOSED SESSION – NO CLOSED SESSION**
- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES** –May 11, 2021 cc and June 08, 2021 cc minutes will be reviewed in July.
- VI. **ITEMS FROM THE FLOOR**

At this time, members of the public may comment on items NOT appearing on the agenda. Individual comments will be limited to 3 minutes or less. Comments should be directed to the Council as a whole and not to individual Council Members or staff. Council and staff responses will be minimal for non-agenda items.

VII. **CONSENT AGENDA**

All matters on the Consent Agenda are considered routine by the City Council and are enacted in one motion. There is no separate discussion of any of these items. If discussion is requested by any Council member, that item is removed from the Consent Calendar and considered separately. A single opportunity for public comment on the Consent Agenda is available to the public.

- 1. Resolution 2021-07; Adopting a List of Projects for Fiscal Year 2021-22 Funded by SB1: The Road Repair and Accountability Act of 2017.

IX. **DISCUSSION/ACTION AGENDA ITEMS**

- 1. Discussion/Decision regarding Resolution 2021-06; Adopting the FY2022 City Budget

VIII. **FUTURE AGENDA ITEMS**

IX. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

MAY 11, 2021 CC

JUNE 08, 2021 CC

Supporting Documentation follows with:

0 PAGES

May 11, 2021 CC & JUNE 08, 2021 CC Minutes will be submitted for review and approval at the July regular meeting.



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION ATTACHED

1. Resolution 2021-07; Adopting a List of Projects for Fiscal Year 2021-22 Funded by SB1: The Road Repair and Accountability Act of 2017.

STAFF REPORT

Item: Adopt Resolution No. 2021-07, Adopting a List of Projects for Fiscal Year 2021/2022 Funded by SB 1: The Road Repair and Accountability Act of 2017.

Summary:

The City is required to adopt a resolution designating projects during fiscal year 2021/2022 which will be funded by SB 1: The Road Repair and Accountability Act.

Recommended Action:

Council adopt Resolution No. 2021-007, a resolution of the City Council of the City of Trinidad incorporating a list of projects for fiscal year 2021/2022 to be funded by SB 1: The Road Repair and Accountability Act.

Discussion:

The City of Trinidad will receive an estimated \$7,173.00 in Road Maintenance and Rehabilitation Account (RMRA) funding in Fiscal Year 2021-22 from SB 1. City Public Works staff worked with the City Engineer to identify roadway rehabilitation projects to be completed this calendar year, which can be funded in part by the City's RMRA share. The fiscal year 2021/2022 list of projects planned to be funded with RMRA SB 1 revenues is as follows:

Name	Locations	Description	Estimated Useful Life	Anticipated Project Schedule
2022 Trinidad Pavement Rehabilitation Project	Edwards Street from Galindo Street to Bay Street; Trinity Street; Main Street	Replace asphalt concrete surfacing, slurry seal, pavement markings and striping	10 Years	June 2022 – Oct 2022

Fiscal Impact:

Adoption of the Resolution will allow for RMRA funding to be used for roadway rehabilitation within the City of Trinidad.

Proposed Action:

1. Council adopt Resolution No. 2021-07, a resolution of the City Council of the City of Trinidad incorporating a list of projects for fiscal year 2021/2022 to be funded by SB 1: The Road Repair and Accountability Act.
2. Authorize staff to proceed with implementation of the project.

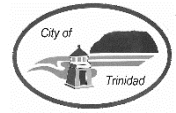
Attachments:

1. FY 21.22 SB 1 Project List Resolution (DOCX)

Trinidad City Hall

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
707-677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2021-07

RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2021-22 FUNDED BY
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Trinidad must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated \$7,173.00 in RMRA funding in Fiscal Year 2021-22 from SB 1; and

WHEREAS, this is the forth year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City Public Works staff and the City Engineer have reviewed and concur with the proposed SB 1 project list; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate four streets/roads throughout the City this year; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in an "good" condition and this revenue will help us maintain the overall quality of our road system; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the Trinidad City Council, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of proposed projects will be funded in-part or solely with fiscal year 2021-22 Road Maintenance and Rehabilitation Account revenues:

Name	Locations	Description	Estimated Useful Life	Anticipated Project Schedule
2022 Trinidad Pavement Rehabilitation Project	Edwards Street from Galindo Street to Bay Street; Trinity Street, Main Street	Replace asphalt concrete surfacing, slurry seal, pavement markings and striping	10 Years	June 2022 – Oct 2022

PASSED AND ADOPTED by the Trinidad City Council, State of California this 21st day of June, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Gabriel Adams
Trinidad City Clerk

Steve Ladwig
Mayor



DISCUSSION AGENDA ITEM

SUPPORTING DOCUMENTATION ATTACHED

1. Discussion/Decision regarding Resolution 2021-06; Adopting the FY2022 City Budget

DISCUSSION/ACTION AGENDA

Date: Monday, June 21, 2021

Item: Discussion/Decision regarding Resolution 2021-06; Adopting the FY2022 City Budget

Background: At the regular meeting on June 11, staff presented a working draft of the 2022 Budget. The draft included revenue and expenditure budget worksheets for each of the fund categories;

General Fund:	Administrative, Public Works, Police, & Fire
Restricted Funds:	Water & Cemetery
Special Revenues:	Gas Tax, Transportation (TDA), & COPS

A recap of Fiscal Year ending June 30, 2020, along with projections for Fiscal Year ending June 30, 2021 were presented in summary formats for comparative purposes.

Following a year and a half of economic uncertainty, the second half of 2021 is showing signs of stability. The City's conservative approach to spending, coupled with robust revenues from the baseline economy (locals shopping online) and significant contributions from visitors (sales and occupancy taxes) has increased the City's reserves.

Sales and Occupancy taxes are volatile revenue sources. They are strong when the economy is healthy, but easily disrupted by natural disasters such as wildfires, droughts, pandemics, or human-triggered disasters such as housing or market crashes. It is common for cities that are primarily funded by fragile revenue streams to maintain healthy reserves. Since 2005 Trinidad City leaders have prioritized fiscal stability and responsibility, and the reserves established exemplify that commitment.

The reserves provide short-term insurance to shield the City from sudden changes, to use as matching funds to leverage larger grant funding, and to stabilize the budget in an emergency. Several of the following situations are examples of changes that the City is planning for;

- Verizon exit of the Cell Facility lease on Trinidad Head.
- Reduction of occupancy taxes due to a reduction or pause in STR licenses issued.
- Measure Z Funding is unavailable for additional law enforcement coverage
- Harbor Area converts to Federal Trust status and loses sales and occupancy taxes it generates.
- Cover increasing costs due to State of Federal mandates and regulations
- Emergency repairs to fragile infrastructure (coastal bluffs, roads, etc.)
- Temporary staffing increases to improve the quality of services provided to the community and balance the impacts that visitors have on the City.

Balanced Budget

The budget presented conservatively projects that if the City stays focused on the priorities highlighted in the summary, and the anticipated revenue streams are uninterrupted, revenues may modestly exceed expenditures by June 30, 2022. This is dependent upon several key factors:

1. Measure Z funding is received \$75,000 and/or HCSO is able to provide additional ½ time deputy.
2. Covid Relief Funding \$68,000 is guaranteed as expected.
3. Occupancy Tax revenues do not decline due to a growing number of unissued, available licenses.

If the priorities are held and the City optimizes outdated charges for service such as cemetery plot sales and occupancy tax rates, it will have more latitude for discretionary spending. A quarterly or mid-year budget review process would be the appropriate time to address that.

2022 Goals & Priorities Summary:

1. Recognize staff for enduring through the pandemic and adapting to the challenges.
2. Utilize reserves established from prior fiscal years to hire part-time employees that support existing staff and accomplish back-burner tasks.
3. Maintain current law enforcement coverage and vital government services.
4. Educate and enforce new laws passed to discourage overnight parking, camping, etc.
5. Monitor, educate, and pivot with the challenges faced by the historic drought season ahead.
6. Provide support to the Water Advisory Committee charged with developing ideas and investigating solutions for a reliable drinking water source that will serve the needs of the community now and well into the future.
7. Update the Water Rate Structure to ensure system resiliency.
8. Maintain and upkeep of public buildings, parks, and property.
9. Support community groups that enrich the community for locals and visitors, as they emerge from pandemic hibernation.
10. Continue promoting an inclusive dialog with Tribal Governments, and finalize the Government to Government policy to facilitate consultation on important topics of mutual concern.
11. Oversee and recover from the Stormwater Phase II construction project that should conclude a nearly 15-year effort to respond to a State mandate prohibiting polluted storm water to run off into Trinidad Bay.
12. Continue grant programs that will help the City satisfy several elements of the General Plan update.

Proposed action:

Field questions from Council, revise budget line items as necessary, and approve Resolution 2021-06; Adopting the FY2022 Budget.



FY 2021-2022 PROPOSED BUDGET

MONDAY, JUNE 21, 2021 DRAFT

I. BUDGET SUMMARY

II. GENERAL FUND REVENUE

III. GENERAL FUND EXPENSES

Administrative
Public Works
Police
Fire

IV. ENTERPRISE FUNDS

Water Fund
Cemetery Fund

V. SPECIAL REVENUES

COPS Grant
Integrated Waste Management
Gas Tax
Transportation Development Act (TDA)

VI. PAYROLL APPORTIONMENT

2021-2022 General Fund Summary - Operating Revenue vs. Expenses

REVENUE	2022 Budget	Actual
General Fund Revenue Projection:	\$ 834,600	\$ -
Cemetery Plot Purchases	\$ 12,250	\$ -
Humboldt Sanitation Franchise Fees	\$ 10,000	\$ -
TDA Transfer-In for TPW Labor	\$ 12,000	\$ -
Total Revenue	\$ 868,850	\$ -
EXPENSES		
General Fund Admin	\$ 504,519	\$ -
Public Works	\$ 158,000	\$ -
Fire	\$ 19,350	\$ -
Police	\$ 112,147	\$ -
Cemetery	\$ 14,674	\$ -
Waste Management	\$ 8,780	\$ -
Total Expenses	\$ 817,470	\$ -
Positive Balance	\$ 51,380	\$ -

Highlights:

General Fund	<p>Staffing adjustments include:</p> <p>NEW Temporary, half-time Public Works Maintenance (as needed)</p> <p>NEW Temporary, half-time Clerical Support (as needed)</p> <p>Step increases for Water Plant Director, TPW I, Admin Support, and Clerk</p> <p>Continued support of Library, Museum, Land Trust</p> <p>General government service support levels maintained</p> <p>Continued progress on the General Plan Update</p> <p>Short-Term Rental Ordinance Review</p>
Public Safety	<p>Contract renewal with HCSO for (1) Full-time Deputy</p> <p>Additional 1/2 Time Deputy paid for with Measure Z funding - pending BoS approval</p> <p>Emphasis on enforcement of current laws, plus amended ordinances related to...</p> <p>...overnight parking, camping, and related restrictions.</p>
Public Works	<p>New Employee Addition = Improved Park and Facility Maintenance</p> <p>Stormwater Phase II Construction - Grant Funded</p> <p>\$10,000 set aside for Trail Maintenance projects per Trails Comm.</p> <p>Funds remain reserved for Civic Club Room Update \$10k</p> <p>Maintained improvement budget for public restroom facilities upkeep.</p>
Water Fund	<p>Rate Analysis (Prop 218) & Continued Water System Consulting</p> <p>Drought Monitoring, Outreach, and Contingency Planning</p> <p>Technical Support to the Water Advisory Committee</p> <p>Luffenholtz Creek flow-monitoring.</p> <p>\$25,000 allocated for priority valve replacements</p> <p>New Employee Addition = Second, Licenced Treatment Operator</p> <p>Water Shortage Contingency Plan Ordinance Amendment</p>

Streets/Roads Special Revenue Funds (Gas Tax, TDA, RMRA) used as needed.
Possible projects include Trinity Street grind-outs, slurry seal, and post-Stormwater Project street enhancements.

Reserve Funding Town Hall Exterior Wash and Trim Paint

Requiring council approval at a later date

Backup generator upgrade at CM/Sheriff Office

Grant Projects Stormwater Phase II

SB1 - HCD

LEAP

LRSP

OPC

HSIP

Rate Adjustments/Optimization

2% Transient Occupancy Tax Increase (from 10% to 12%)

Water Rates; (2.5% of \$315k: \$7,875, or 5% = \$15,750)

Cemetery Plots; Rate Analysis/Adjustment (25% estimated increase)...

...to help fund and secure future northern expansion.

Issue unallocated STR Licenses. (1) PD, (2) SR, (2) UR = (5) Total.

OWTS Program Fee Implementation; Initial Fee Increase?

Planning Admin Fee; 10%+ for in-house Staff time cost recovery

Building Permit Fee Schedule Update

Bench Policy Implementation; (30) benches at \$1k each

Big Picture / Future Planning

Cemetery expansion to adjacent lot - Real Estate Purchase

CITY OF TRINIDAD

FY 2021-2022 BUDGET

General Fund Revenue

FINAL DRAFT - JUNE 21, 2021

		FY 2021 Budget	Actual Thru 05/31/2021	FY 2022 Budget	
201	REVENUES				Notes
41010	Property Taxes - Secured	\$ 100,000	\$ 105,202	\$ 100,000	Assume 55% first installment
41020	Property Tax - Unsecured	\$ 3,800	\$ 4,307	\$ 3,800	
41040	Property Tax - Prior Unsecured	\$ 25	\$ 44	\$ 25	
41050	Property Tax - Current suppl	\$ 1,300	\$ 878	\$ 1,300	
41060	Property Tax - prior Supplemental	\$ 200	\$ 346	\$ 200	
41070	Property Tax - Fines	\$ 500	\$ 440	\$ 500	
41071	Motor Vehicles Fines	\$ -	\$ -	\$ -	
	Interest Revenue	\$ 300	\$ 171	\$ 300	
41110	Property Tax Exemption	\$ 1,300	\$ 1,017	\$ 1,300	
41130	Public Safety 1/2% sales tax	\$ 1,900	\$ 943	\$ 1,900	
41140	Documentary Real Property Tax	\$ 4,500	\$ 3,205	\$ 4,500	Recorder Fees
41190	Property Tax Administration	\$ -	\$ (1,474)	\$ -	
41200	LAFCO	\$ -	\$ (703)	\$ -	
41220	In Lieu VLF	\$ 28,500	\$ 17,873	\$ 28,500	
42000	Sales Taxes	\$ 255,000	\$ 340,000	\$ 280,000	10% increase based on consumer demand
43000	Transient Occupancy Tax	\$ 140,000	\$ 130,000	\$ 140,000	Assume no covid-related impacts for 2021-22
46000	Grant Income	\$ 10,000	\$ 50,000	\$ 68,000	Covid Relief 2021 \$68k
46100	Measure Z Grant Income	\$ -	\$ -	\$ 75,000	Pending Board of Supes Approval
47310	Vehicle License Fee Collection	\$ 300	\$ 269	\$ 300	
53010	Copy Machine Fees	\$ 50	\$ 45	\$ 50	
53020	Interest Received	\$ 25,000	\$ 11,424	\$ 25,000	Interest allocated to funds based on balances
53090	Other Miscellaneous Income	\$ 9,000	\$ 6,074	\$ 9,000	\$5k Misc, \$4k Parsac Dividend Disbursement
54020	Planner Application Processing	\$ 15,000	\$ 21,059	\$ 15,000	6 projects (avg. \$2,000 permit) + 2020-2021
54050	Building Inspector App. Processing	\$ 8,000	\$ 9,759	\$ 10,000	Applicant generated building permits
54100	Animal License	\$ 300	\$ 378	\$ 300	
54150	Business License	\$ 9,000	\$ 7,894	\$ 9,000	
54170	STR Licenses	\$ 9,600	\$ 4,500	\$ 9,600	STR Licences (32 x \$300)
54300	Encroachment Permits	\$ 400	\$ -	\$ 400	
56150	Franchise Fees	\$ -	\$ -	\$ -	See IWM Fund for HumSan Franchise Fee
56400	Rental Income - Verizon	\$ 19,500	\$ 70,758	\$ 27,000	\$4.5k/month, estimated July-December only.
56500	Rental Income - Harbor	\$ 5,125	\$ 5,125	\$ 5,125	Assume \$5,000 + 2.5%
56550	Rental Income - PG&E	\$ 9,000	\$ 9,846	\$ 9,500	Annual payment
56650	Rental Income - Suddenlink	\$ 6,500	\$ 6,704	\$ 6,500	Quarterly payments
56700	Rental Income - Town Hall	\$ 2,500	\$ 430	\$ 2,500	
56800	Rental Income - Misc	\$ -	\$ -	\$ -	
59999	Interdepartmental Transfer	\$ -	\$ -	\$ -	
	TOTAL REVENUES	\$ 666,600	\$ 806,514	\$ 834,600	
	Projected				
	Flagged				
	Current & Uncertain				

CITY OF TRINIDAD					
FY2022 BUDGET					
General Fund 201- Administration					
FINAL DRAFT - JUNE 21, 2021					
		FY 2021 Budget	Actual Thru 04/30/2021	FY 2022 Budget	
201	EXPENDITURES				
				linked	
60000	Interdepartmental Transfers	\$ -	\$ -	\$ -	
60900	Honorariums	\$ 3,000.00	\$ 2,500	\$ 3,000	Councilmember Stipend; \$50 x 5 x 12
61000	Employee Wages	\$ 122,897.00	\$ 98,647	\$ 142,112	see apportionment worksheet
61470	Fringe Benefits	\$ 3,120.00	\$ 4,061	\$ 3,120	CM housing allowance
65100	Deferred Retirement	\$ 14,748.00	\$ 12,076	\$ 15,406	City Contribution to Employee 457 Deferred Comp Plan
65200	Medical Insurance & Expense	\$ 22,154.00	\$ 17,622	\$ 23,607	see Payroll Apportionment worksheet
65250	Health Insurance Deductible Benefit	\$ 1,050.00	\$ 203	\$ 1,050	RHS Prepaid Card (\$500 per employee/year + program admin fees)
65300	Worker's Compensation	\$ 4,085.00	\$ 4,257	\$ 4,724	Based on prior year wages, see payroll allocation, distributed by fund
65500	Employee Mileage Reimbursement	\$ 750.00	\$ 1,597	\$ 750	Use of personal vehicles for City related errands
65600	Payroll Tax	\$ 10,530.00	\$ 8,546	\$ 12,050	
65800	Grant Payroll Allocation	\$ (4,000.00)	\$ (2,247)	\$ (8,000)	As per Grant Administrator - 213 SB1 Planning Grant, 214 LEAP Grant
68090	Crime Bond	\$ 550.00	\$ 537	\$ 550	65% 201, 35% 601
68200	General Liability Insurance	\$ 13,600.00	\$ 13,442	\$ 13,600	65% 201, 35% 601
68300	Property & Casualty Insurance	\$ 6,250.00	\$ 6,437	\$ 6,250	65% 201, 35% 601
71110	Attorney - Administrative Tasks	\$ 5,000.00	\$ 70,000	\$ 85,000	Mitchell Law Firm
71130	Attorney - Litigation	\$ -	\$ -	\$ -	See 71110. Related expenses will be tracked here for reference.
71210	City Engineer - Administration	\$ -	\$ -	\$ -	See Public Works 501 / Water 601
71310	City Planner - Administration	\$ 98,000.00	\$ 61,163	\$ 75,000	See Planning Expense Detail; GPU, City Generated, Applications
	City Planner - Enforcement	\$ -	\$ -	\$ -	Related expenses will be tracked here for reference.
71410	Building Inspector -Admin Tasks	\$ 15,000.00	\$ 22,000	\$ 25,000	Building Permit Processing, majority offset by application fees
71430	Building Inspector - Enforcement	\$ -	\$ 1,792	\$ -	Related expenses will be tracked here for reference.
71510	Accountant - Admin Tasks	\$ 17,000.00	\$ 14,301	\$ 17,000	65% 201, 35% 601
71620	Auditor - Financial Reports	\$ 16,000.00	\$ 13,594	\$ 16,000	65% 201, 35% 601, + SCO Street Report
72000	TOT Allocation	\$ 15,000.00	\$ -	\$ 15,000	Council discretion - as per Chamber, Museum, Library agreement
75110	Tech Support	\$ 3,000.00	\$ 3,793	\$ 5,000	Webmaster, Sound Guy, IT Support
75160	Library & Local Contributions	\$ 2,000.00	\$ 1,752	\$ 2,000	Land Trust Lease \$500, Library Staffing Support \$1500
75170	Rent	\$ 9,000.00	\$ 7,500	\$ 9,000	50% of lease on 463 Trinity, split with 301 Police, \$1500/month.
75180	Utilities	\$ 12,000.00	\$ 9,935	\$ 12,000	Power, Water, Gas; Town Hall, Library, CM Office
75190	Dues & Memberships	\$ 1,000.00	\$ 506	\$ 1,000	League of CA, Conference fees as per CM agreement
75200	Municipal Expense	\$ 3,500.00	\$ 1,621	\$ 3,500	Muni Code Updates, Code Hosting, Legal Notices
75220	Office Supplies & Expense	\$ 7,500.00	\$ 3,720	\$ 7,500	Desk Upgrade, Computer Upgrade if needed . % Shared with 601
75240	Bank Charges	\$ 100.00	\$ -	\$ 100	NSF Checks - Recoverable fee
75280	Training/Education	\$ 200.00	\$ -	\$ 200	
75300	Contracted Services	\$ -	\$ 500	\$ -	
75990	Miscellaneous Expense	\$500	\$ 1,019	\$ 500	
76110	Telephone & Communications	\$4,000	\$ 5,397	\$ 6,000	AT&T Land Lines Town Hall, CM. Verizon Admin Cell
76130	Cable and Internet Services	\$3,000	\$ 1,977	\$ 3,000	Suddenlink (\$200/mo.)
76150	Travel	\$1,500	\$ -	\$ 1,500	CM Travel To League of CA conference annually as per contract
78170	Security System	\$500	\$ 608	\$ 500	Advanced Security Monitoring - Town Hall, CM Office
78190	Materials, Supplies & Equipment	\$1,500	\$ 737	\$ 1,500	Town Hall supplies - Linens, Towels, Cleaning Supplies,
	TOTAL EXPENSES	\$ 414,034.00	\$ 389,593	\$ 504,519	

CITY OF TRINIDAD					
PROPOSED FY2022 BUDGET					
General Fund 401 - Fire Department					
FINAL DRAFT - JUNE 21, 2021					
		FY 2021 Budget	Actual Thru 04/30/2021	FY 2022 Budget	Budget Assumptions
401	EXPENDITURES				
60900	Honorariums	\$ 2,400	\$ 1,500	\$ 2,400	\$150 per month for Chief, \$50 Asst. Chief
75180	Utilities	\$ 1,150	\$ 658	\$ 1,150	PG&E (\$650) and Sequoia Gas (\$500)
75190	Dues & Membership	\$ 350	\$ 729	\$ 350	Fire Chief's Association, HMRA Dues
75280	Training/Education	\$ 500	\$ 345	\$ 500	First Responder Training
75300	Contracted Services	\$ -	\$ -	\$ -	
76110	Telephone	\$ 1,300	\$ 1,171	\$ 1,300	Fire Cell Phones and Training Tablet - Verizon
76140	Dispatch	\$ 1,800	\$ -	\$ 1,800	Billed Biannually - Includes 2019, 2020, 2021, 2022
78140	Vehicle Fuel and Oil	\$ 350	\$ 92	\$ 350	
78150	Vehicle Repairs & Maintenance	\$ 2,500	\$ 1,072	\$ 2,500	
78160	Building Repairs & Maintenance	\$ 1,500	\$ 2,589	\$ 3,000	Generator Maintenance (\$500) + Gutters
78190	Materials, Supplies & Equipment	\$ 5,000	\$ 174	\$ 5,000	\$5k Misc.
78200	Equipment Repairs & Maintenance	\$ 1,000	\$ -	\$ 1,000	Air tank testing, Fire Extinguishers, misc.
90000	Capital Reserves	\$ -	\$ -	\$ -	Transfer to reserve for future capital
	TOTAL EXPENSES	\$ 17,850	\$ 8,330	\$ 19,350	

CITY OF TRINIDAD					
PROPOSED FY2022 BUDGET					
General Fund 501 - Public Works					
FINAL DRAFT - JUNE 21, 2021					
		FY 2021 Budget	Actual Thru 04/30/2021	FY 2022 Budget	Budget Assumptions
501	EXPENDITURES				
61000	Employee Gross Wages	\$ 88,866	\$ 61,330	\$ 103,521	see payroll apportionment worksheet
61250	Employee Overtime	\$ 500	\$ -	\$ 500	
61470	Fringe - Housing	\$ 720	\$ -	\$ 720	
65100	Deferred Retirement	\$ 10,664	\$ 7,436	\$ 9,053	
65200	Medical Insurance & Benefits	\$ 26,684	\$ 18,594	\$ 21,171	
65252	Health Insurance Deductible Benefit	\$ 1,243	\$ 175	\$ 882	
65300	Worker's Comp Insurance	\$ 2,954	\$ 3,307	\$ 3,441	
65000	Employee Mileage Reimbursement	\$ 100	\$ 34	\$ 100	In case of vehicle breakdown or repairs
65600	Payroll Tax	\$ 7,614	\$ 5,209	\$ 8,612	
65800	Grant Payroll Allocation	\$ (64,400)	\$ (38,118)	\$ (65,000)	As per Grant Admin, See notes and Budget Summary
71210	City Engineer -Admin	\$ 10,000	\$ 12,453	\$ 13,000	TAC Meeting \$400 x 12, and Non-Grant Project Consulting
71250	City Engineer - Project Fees	\$ -	\$ -	\$ -	
71310	City Planner - Special Projects	\$ 5,000	\$ -	\$ -	
75180	Utilities	\$ -	\$ -	\$ -	
75200	Municipal Expense	\$ 3,000	\$ -	\$ 3,000	Stormwater Discharge Permit SWRCB
75300	Contracted Services	\$ 60,000	\$ 50,000	\$ 10,000	\$10k Swap or CCC's if necessary.
75370	Uniforms/personal equipment	\$ 1,000	\$ 82	\$ 1,000	Safety and Uniform Expenses, Reimbursements
78100	Street Maintenance & Repair	\$ 5,000	\$ 212	\$ 5,000	Tree Trimming, Signs, Paint
78120	Street Lighting - Operations	\$ 5,000	\$ 2,843	\$ 5,000	PG&E Streetlight Utility Bills
78130	Trail & Park Maintenance	\$ 10,000	\$ 439	\$ 10,000	Trail Committee Priorities as per annual report
78140	Vehicle Fuel & Oil	\$ 4,000	\$ 1,069	\$ 4,000	
78150	Vehicle Repair & Maintenance	\$ 2,500	\$ 110	\$ 2,500	
78160	Building Repairs & maintenance	\$ 14,000	\$ 7,118	\$ 14,000	\$10k Club Room, \$3.5k Bathroom Update, \$500 Gen Service
78190	Materials, Supplies & Equipment	\$ 5,000	\$ 2,890	\$ 5,000	Mop Service, Cleaning Supplies, Fire Exting., Tools, etc.
78200	Equipment Repairs & Maintenance	\$ 2,500	\$ 203	\$ 2,500	
90000	Transfer to Reserve				
	TOTAL EXPENSES	\$ 201,945	\$ 135,386	\$ 158,000	
					Upgrade bathroom toilets
					CM Office Generator \$10k (reserves)

CITY OF TRINIDAD					
PROPOSED FY2021 BUDGET					
Enterprise Fund 601- Water					
FINAL DRAFT - JUNE 21, 2021					
		FY 2021 Budget	Actual Thru 04/30/2021	FY 2022 Budget	Budget Assumptions
601	REVENUES				
53020	Interest Income	\$ 12,000	\$ -	\$ 12,000	Conservative based on 2019-2020 int earnings
53090	Other Miscellaneous Income	\$ 1,000	\$ 675	\$ 1,000	Polymer sales; Blackflow prevention devices
57100	Water Sales	\$ 315,000	\$ 274,668	\$ 315,000	No rate increase July 01 without analysis
57200	Water Sales - Wholesale	\$ 8,000	\$ 5,477	\$ 8,000	
57300	New Water Hookups	\$ -	\$ -	\$ -	If needed, will zero out with expense line 79130 below
57500	Penalties	\$ 6,000	\$ 4,637	\$ 6,000	penalties less adjustments (leaks, etc.)
	TOTAL REVENUES	\$ 342,000	\$ 285,457	\$ 342,000	
601	EXPENSES				
61000	Employee Wages	\$ 113,588	\$ 82,608	\$ 136,521	see apportionment worksheet for payroll details
61470	Fringe Benefits	\$ 720	\$ -	\$ 720	
65100	Deferred Retirement	\$ 13,631	\$ 10,092	\$ 13,537	Hartford 457 Deferred Comp Plan
65200	Medical Insurance & Expense	\$ 36,160	\$ 28,674	\$ 37,094	Medical, Dental, Life
65252	Health Insurance Deductible Benefit	\$ 1,572	\$ 243	\$ 1,344	RHS Debit Card
65300	Worker's Compensation	\$ 3,776	\$ 4,190	\$ 4,538	
65600	Payroll Tax	\$ 9,732	\$ 7,097	\$ 11,479	
68090	Crime Bond	\$ 300	\$ 289	\$ 300	
68200	General Liability Insurance	\$ 7,325	\$ 7,229	\$ 7,325	65% GF; 35% Water
68300	Property & Casualty Insurance	\$ 3,350	\$ 3,466	\$ 3,350	65% GF; 35% Water
71110	City Attorney - Administrative Tasks	\$ 500	\$ -	\$ 500	Minimal
71210	City Engineer - Admin Tasks	\$ 2,500	\$ 11,886	\$ 2,500	General Water Consulting
71230	Engineer Special Projects	\$ 45,000	\$ 11,340	\$ 25,000	Rate Adjustment, Drought Consulting, Repair Support, etc.
71310	City Planner - Admin Tasks	\$ 10,000	\$ 9,053	\$ 10,000	Drought Consulting, Water Committee Support, etc.
71510	Accountant	\$ 9,000	\$ 7,700	\$ 9,000	65% GF; 35% Water
71620	Auditor	\$ 7,000	\$ 7,320	\$ 7,000	65% GF; 35% Water
72100	Bad Debts	\$ 100	\$ -	\$ 100	NSF checks - (account balances recoverable)
75180	Utilities	\$ 14,000	\$ 11,555	\$ 14,000	PG&E, Sequoia Gas, B&B Servicing
75190	Dues & Memberships	\$ 700	\$ 645	\$ 700	CRWA \$525
75200	Municipal/Update Expense	\$ 200	\$ 205	\$ 200	Property Tax \$200
75220	Office Supplies & Expense	\$ 5,000	\$ 3,369	\$ 5,000	Billing Postage, Blank Bills, New Office Computer
75240	Bank Charges	\$ 100	\$ -	\$ 100	NSF Check Fees (Recovered by customer payment)
75280	Training/Education	\$ 750	\$ -	\$ 750	\$250 Grade II Certification, \$500 SEMS Training
75300	Contracted Services	\$ 19,000	\$ 9,896	\$ 19,000	HACH Calibration, McNeil Backflow, PWA Creek Monitoring
76110	Telephone	\$ 1,800	\$ 1,863	\$ 1,800	AT&T Landline, Verizon
76130	Cable & Internet Service	\$ 750	\$ 619	\$ 750	Suddenlink Internet
76160	Licenses & Fees	\$ 3,600	\$ 6,083	\$ 3,600	SWRCB Fee \$1950, Water Rights \$800, PHlth \$475
78140	Vehicle Fuel and Oil	\$ 1,500	\$ 1,389	\$ 1,500	
78150	Vehicle Repairs	\$ 2,500	\$ 664	\$ 2,500	(3) Vehicles
78160	Building Repairs and Maintenance	\$ 4,250	\$ 3,007	\$ 4,250	Generator Service (\$750 + \$3.5k transfer switch repair)
78170	Security System	\$ 500	\$ 230	\$ 500	Advanced Security - Monitoring
78190	Materials, Supplies and Equipment	\$ 5,000	\$ 3,456	\$ 5,000	\$2k Misc Plumbing & Repairs, \$3k SEMS Software
78200	Equipment Repairs & Maintenance	\$ 1,500	\$ 13,126	\$ 7,500	Tech Support for SCADA system, Electrician, Whitson, etc.
79100	Water Lab Fees	\$ 6,000	\$ 5,213	\$ 6,000	North Coast Lab routine testing
79120	Water Plant Chemical	\$ 7,500	\$ 4,964	\$ 7,500	Chlorine/Polymer
79130	Water Line Hook-Ups	\$ -	\$ -	\$ -	offset by revenue
79150	Water Line Repair	\$ 25,000	\$ 56,696	\$ 25,000	Valve Replacement (reserve spending)
79160	Water Plant Repair	\$ 3,000	\$ 2,141	\$ 3,000	Ralph recently started including this
90000	Capital Reserves	\$ -	\$ -		
	TOTAL EXPENSES	\$ 366,904	\$ 316,308	\$ 378,959	

CITY OF TRINIDAD					
PROPOSED FY2021 BUDGET					
Enterprise Fund 701 - Cemetery					
FINAL DRAFT - JUNE 21, 2021					
		FY 2021 Budget	Actual Thru 04/30/2021	FY 2022 Budget	Budget Assumptions
701	REVENUES				
53020	Interest Income	\$ 250	\$ -	\$ 250	
58100	Cemetery Plot Sales	\$ 12,000	\$ 15,026	\$ 12,000	Based conservatively on average sales
58150	Cemetery Plot Refunds	\$ -	\$ -		
	TOTAL REVENUES	\$ 12,250	\$ 15,026	\$ 12,250	
701	EXPENDITURES				
61000	Employee Gross Wages and Overtime	\$ 8,272	\$ 5,047	\$ 6,884	
65100	Deferred Retirement	\$ 993	\$ 601	\$ 826	
65200	Medical Insurance & Expense	\$ 1,921	\$ 1,146	\$ 1,598	
65250	Health Insurance Deductible Benefit	\$ 140	\$ 19	\$ 105	
65300	Worker's Comp Insurance	\$ 275	\$ 360	\$ 229	
65600	Payroll Tax	\$ 709	\$ 438	\$ 590	
75180	Utilities	\$ 493	\$ 452	\$ 493	Water
75300	Contracted Services	\$ 2,000	\$ -	\$ 3,000	Tree Service - Damaged & Hazardous Limbs
78170	Security System	\$ 450	\$ 320	\$ 450	Advanced Security - Monitoring Service
78190	Materials, Supplies & Equipment	\$ 500	\$ -	\$ 500	
	TOTAL EXPENSES	\$ 15,753	\$ 8,383	\$ 14,674	
	Net Income	\$ (3,503)	\$ 6,643	\$ (2,424)	

CITY OF TRINIDAD					
PROPOSED FY2022 BUDGET					
Special Revenue Fund 303 - COPS Grant					
FINAL DRAFT - JUNE 21, 2021					
		FY 2021 Budget	Actual Thru 04/30/2021	FY 2022 Budget	Budget Assumptions
303	REVENUES				
46000	Grant Income	\$ 100,000	\$ 156,000	\$ 155,000	
	TOTAL REVENUES	\$ 100,000		\$ 155,000	
303	EXPENDITURES				
75300	Contracted Services	\$ 100,000	\$ 212,633	\$ 244,000	Sheriff Contract
	TOTAL EXPENDITURES	\$ 100,000	\$ 212,633	\$ 244,000	
			\$ (56,633)	\$ (89,000)	Balance covered by GFPolice 301
	Note: Full-time Deputy \$164k, Half-time Deputy \$80k				
	Additional half-time Deputy paid for through Measure Z, Pending Board of Supes approval due to tax windfall in 2020-2021.				

CITY OF TRINIDAD					
PROPOSED FY2021 BUDGET					
Special Revenue Fund 204 - Integrated Waste Management					
FINAL DRAFT - JUNE 21, 2021					
		FY 2021 Budget	Actual Thru 04/30/2021	FY 2022 Budget	Budget Assumptions
204	REVENUES				
46000	Grant Income			\$ -	
56150	Franchise Fees	\$ 10,000	\$ 6,245	\$ 10,000	Humboldt Sanitation Franchise Fee
	TOTAL REVENUES			\$ 10,000	
204	EXPENDITURES				
61000	Employee Gross Wages and Overtime	\$ 8,103	\$ 3,239	\$ 4,545	
65100	Deferred Retirement	\$ 972	\$ 373	\$ 545	
65200	Medical Insurance	\$ 1,654	\$ 488	\$ 765	
65250	Health Insurance Deductible Benefit	\$ 161	\$ 15	\$ 84	
65300	Worker's Compensation	\$ 269	\$ 326	\$ 151	
65600	Payroll Tax	\$ 694	\$ 274	\$ 389	
75130	Garbage	\$ 500	\$ -	\$ 500	If needed for illegally dumped items
78190	Materials, Supplies & Equipment	\$ 1,800	\$ -	\$ 1,800	Pet Waste Bags
85000	Capital Outlay			\$ -	
	TOTAL EXPENSES	\$ 14,153	\$ 4,716	\$ 8,780	
	<i>May merge this fund into the General Fund in 2022</i>				

CITY OF TRINIDAD
PROPOSED FY2020 BUDGET
Special Revenue Fund 503 - Gas Tax

FINAL DRAFT - JUNE 21, 2021

	FY 2020 Budget	Actual Thru 04/30/2021	FY 2021 Budget	Budget Assumptions
503 REVENUES				
2019 Audited Fund Balance		\$ 53,918		Fund balance as of 2019 Audit \$53,918
46000 Grant Income	\$ 18,000	\$ 17,501	\$ 15,000	
TOTAL REVENUES	\$ 18,000	\$ -	\$ 15,000	
303 EXPENDITURES				
Transfer Out - SR Fund 530	\$ -	\$ -	\$ 40,000	Slurry Seal Project Cost + grind-outs
TOTAL EXPENDITURES	\$ -	\$ -	\$ 40,000	

Notes: Fund balance includes Gas Tax, RMRA, & TCRF revenues.

Anticipated fund balance at the end of FY 2021 ; \$71,419 + \$15,000 = \$86,419*

Restricted Fund Summary:

6/30/21 Gas Tax, RMRA, TCRF:	\$ 86,419
TDA (minus HTA & TPW)	\$ 25,000
Total	\$ 111,419

Current Allocations:

2020 Slurry Seal Project	\$ 40,000
2020 Scenic Dr. Striping	\$ 8,500
2021 Downtown Ped Connect	\$ 30,000
	\$ 78,500

Remaining unallocated balance \$ 32,919

CITY OF TRINIDAD
PROPOSED FY2021 BUDGET
Special Revenue Fund 504- Transportation Development Act TDA

FINAL DRAFT - JUNE 21, 2021

	FY 2020 Budget	Actual Thru 05/31/2020	FY 2021 Budget	Budget Assumptions
504 REVENUES				
2019 Audited Fund Balance		\$ 17,207		Fund balance as of 2019 Audit \$17,207
46000 Grant Income	\$ 22,000	\$ 10,210	\$ 12,500	2020-2021 TDA Claim
TOTAL REVENUES	\$ 22,000	\$ -	\$ 12,500	
303 EXPENDITURES				
Transfer Out - GF/PW	\$ -	\$ -	\$ 12,000	Public Works Labor backfill
TOTAL EXPENDITURES	\$ -	\$ -	\$ 12,000	

Anticipated fund balance at the end of FY 2021; \$17,207 + \$10,210, + 12,500 = **\$39,917**.
Transferring \$12,000 to General Fund for 2018, 2019, 2020 TPW Street Maintenance Labor.
Leaving \$25,000 Balance in TDA Fund for future, eligible expenses.

City of Trinidad

2021-2022 Budget - Payroll Apportionment

			61000	65300	65600	65100	65200	65200	65200	65200	65200	65250	61470	TOTAL
NAME	FTE	Hourly rate	Annual Gross Salary	PARSAC W/C 3.32%	Payroll Tax 7.65%	457 Deferred Comp 12%	Annual Medical	Annual Dental	Annual Vision	Life	Total Insurance Benefits	RHS medical	Benefits - Housing Stipend	
City Clerk - GA	1.00	\$ 29.77	\$ 61,921.60	\$ 2,058.27	\$ 5,305.44	\$ 7,430.59	\$ 17,846.26	\$ 1,059.96	\$ 200.00	\$ 91.80	\$ 19,198.02	\$ 700.00		96,614
City Manager- EN	0.75	\$ 56.02	\$ 79,000.00	\$ 2,625.96	\$ 6,768.72	\$ 9,480.00	\$ -	\$ -	\$ -	\$ 189.00	\$ 189.00		\$4,800	102,864
TPW/Water Director - RD	1.00	\$ 27.68	\$ 57,574.40	\$ 1,913.77	\$ 4,932.97	\$ 6,908.93	\$ 24,412.37	\$ 1,680.00	\$ 200.00	\$ 63.00	\$ 26,355.37	\$ 700.00		98,385
TPW Maintenance 1 - KS	1.00	\$ 18.21	\$ 37,876.80	\$ 1,259.02	\$ 3,245.28	\$ 4,545.22	\$ 5,665.46	\$ 476.64	\$ 200.00	\$ 34.20	\$ 6,376.30	\$ 700.00		54,003
TPW Maintenance 2 - MG	0.75	\$ 20.00	\$ 31,200.00	\$ 1,037.09	\$ 2,386.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		34,624
TPW Maintenance 3 - NEW	0.50	\$ 16.50	\$ 17,160.00	\$ 570.40	\$ 1,312.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		19,043
Admin. Support - AZ	1.00	\$ 19.98	\$ 41,558.40	\$ 1,381.40	\$ 3,560.72	\$ 4,987.01	\$ 10,777.54	\$ 900.00	\$ 200.00	\$ 19.80	\$ 11,897.34	\$ 700.00		64,085
Clerical Support - NEW	0.50	\$ 16.50	\$ 17,160.00	\$ 570.40	\$ 1,312.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		19,043
Project & Grant Admin - RPH	1.00	\$ 27.00	\$ 56,160.0	\$ 1,866.76	\$ 4,811.79	\$ 6,739.20	\$ 19,373.00	\$ 1,059.96	\$ 200.00	\$ 189.00	\$ 20,821.96	\$ 700.00		91,100
TOTAL	7.50		\$ 399,611.20	\$ 13,283.08	\$ 33,637.21	\$ 40,090.94	\$ 78,074.64	\$ 5,176.56	\$ 1,000.00	\$ 586.80	\$ 84,838.00	\$ 3,500.00	\$ 4,800.00	\$ 579,760.43

Full-Time at 2080 hours per year.

Step Increases for current employees effective July 01.

TPW Maintenance 2, 3, and Clerical Support are part time positions with no benefits.

Note: City paid deferred comp added to taxable amount for payroll tax computation purposes.